

## Development Assistant

### About Canal Alliance

Canal Alliance exists to break the generational cycle of poverty for Latino immigrants and their families by lifting barriers to their success. We are a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment.

### Position Summary

The Development Assistant is full-time position that reports directly to the Development Director and supports department team members by providing accurate data entry, reconciliation and reporting for development and grant records, preparing donor acknowledgments and correspondence, assisting with the production of special events, conducting prospect research, and providing administrative support for the Development Department. This position demands an effective, focused, organized and detail-oriented worker.

### Essential Duties and Responsibilities

#### Data Entry, Records Management and Reporting in Salesforce

- Enter and maintain accurate records for donors and giving in Salesforce
- Prepare weekly giving, grants and data management reports
- Provide data entry support for donor cultivation and solicitation moves management activities
- Prepare donor lists for mailings, appeals, and events
- Work closely with the Finance department on processes for entering and properly coding donor contact and gift records
- Participate as a member of the Salesforce Users committee

#### Donor Acknowledgements, Mailings and Communications

- Merge, print and mail acknowledgment letters and emails for all donations, grants and major gifts and gift tribute notifications
- Coordinate the production and mailing of donor appeals, acknowledgments, annual reports and other communications

#### Prospect Research

- Support research for potential donors and add information to contact records in Salesforce
- Research potential grant and contract prospects and add information to grant prospects tracking sheet

#### Meeting and Events Support

- Prepare information sheets for major donor visits and meetings
- Compile and prepare materials for meetings with donors and prospects
- Coordinate, attend and draft agendas, minutes and other documents for Development Committee meetings and Development team meetings
- Assist with the planning, coordination and implementation of donor meetings and special events produced by the Development department
- Train and oversee volunteers to assist with data entry and administrative tasks

#### Administrative Support

- Support the grants team to prepare, assemble, submit and file grant proposals, reports and other related documents

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- Process purchase order requests for department expenses
- Support the Development Team with other job-related duties as assigned

#### **Required Skills**

- Proficient computer and technology skills, including facility with internet navigation, Word, Excel.
- Effective time management and work organization skills, with a high attention to detail.
- Excellent verbal and written communication skills with a positive, enthusiastic attitude.
- Proven ability to work within dynamic teams and build strong working relationships with colleagues, staff, volunteers, clients and donors.
- Ability to handle multiple tasks and manage demanding situations effectively

#### **Required Education and Experience**

- Bachelor's degree in a related field.
- Minimum of two years' experience providing data entry and administrative support in nonprofit, human service, and/or customer service setting.
- Knowledge of Latino, immigrant, or low-income communities.

#### **Additionally Desired**

- Experience with volunteer management.
- Knowledge of Salesforce.
- Bilingual in Spanish and English (*preferred*)

#### **Compensation**

This is a full-time, non-exempt position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year and 100% paid employee medical & dental insurance as well as long term disability and an employee assistance program. In addition, there are 15 paid holidays annually, a 403(b)-retirement plan and a Flex cafeteria plan.

#### **Canal Alliance Equity and Inclusion Statement**

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

#### **Application Process**

Please email your resume and cover letter to [HR@canalalliance.org](mailto:HR@canalalliance.org). Only electronic applications will be accepted. (Keep it green!) Please indicate "Development Assistant – YOUR NAME" in the subject line of your email.

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